

Software Licensing Guidelines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Software Licensing Guidelines Explication

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a detailed explanation of our software licensing guidelines, which are designed to ensure compliance and protect our intellectual property.

1. Licensing Types

We offer the following licensing types:

- **Single User License:** Allows one person to use the software.
- **Multi-User License:** Permits use by multiple users within a specified organization.
- **Enterprise License:** Provides access to all employees within a company.

2. Usage Restrictions

All licensed software must not be:

1. Copied or distributed without permission.
2. Modified or reverse-engineered.
3. Used for commercial purposes without a proper license.

3. Compliance

It is crucial for all users to adhere to these licensing agreements. Non-compliance may result in legal action and financial penalties.

4. Support and Maintenance

Licenses include the following support and maintenance benefits:

- Free software updates and patches.
- Email and phone support during business hours.

For any questions or clarifications regarding these guidelines, please do not hesitate to contact me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]